



UNIVERSITÄT ZU LÜBECK
PROMOVIERENDENRAT

HOW TO DOCTORATE

An overview by your PhD council

8. Mai 2026



Who is here?



Ole Gildemeister

PhD (Dr. rer. nat.) student
@
Institute of Mathematics
and Image Computing



PhD Council (Promovierendenrat)



Nele Hansen


Medicine student &
MD (Dr. med.) student
@
Department of Psychology

Who is here?



How does a PhD work?



 Medicine: Typically during studies

Otherwise:

- After university degree (e.g. Master)
- Employed at institute / clinic
 - Paid by the state
 - Teaching responsibilities
 - Third party funded project
 - Industry

Scholarship

- University (CDSL, MED: “Lübecker Exzellenzmedizin”)
- Organizations / Foundations

In the end: Dissertation and Defence

MINT (STEM) or MED?



Degrees



MINT

- Dr.-Ing.
- Dr. rer. nat.
- Dr. phil.
- Ph.D.



MED

- Dr. med.
- Dr. med. dent.
- Dr. rer. hum. biol.

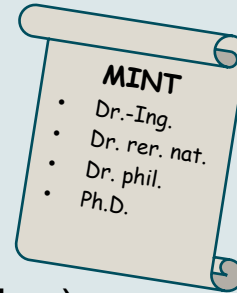


Structured programme or not?



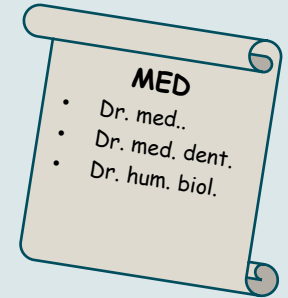
MINT:

- Individual and structured possible
- Structured required when
 - Ph.D. degree
 - Doctoral programme (Graduiertenkolleg)



MED:

Always structured



Computing in Medicine and Life Sciences

Humanities:

- Zentrum für Kulturwissenschaftliche Forschung Lübeck (ZKFL)
- SFB 1665/iRTG: Sexdiversity

Biomedicine:

- RTG 2633: Autoimmune Pre-Disease
- RTG 3095: Protective and Pathogenic Antibody Responses at Barrier Organs
- CRC 1526: Pathomechanisms of Antibody-mediated Autoimmunity (PANTAU)
- RTG 2887: VISION
- SFB 1665/iRTG: Sexdiversity
- SFB 418/iRTG: Foundations of Circadian Medicine
- Doctoral programme: EU-ITN NETLAS
- Lübeck-Sharjah Dual Degree Program
- Else Kröner Medical Scientist Kolleg: Metaflammation

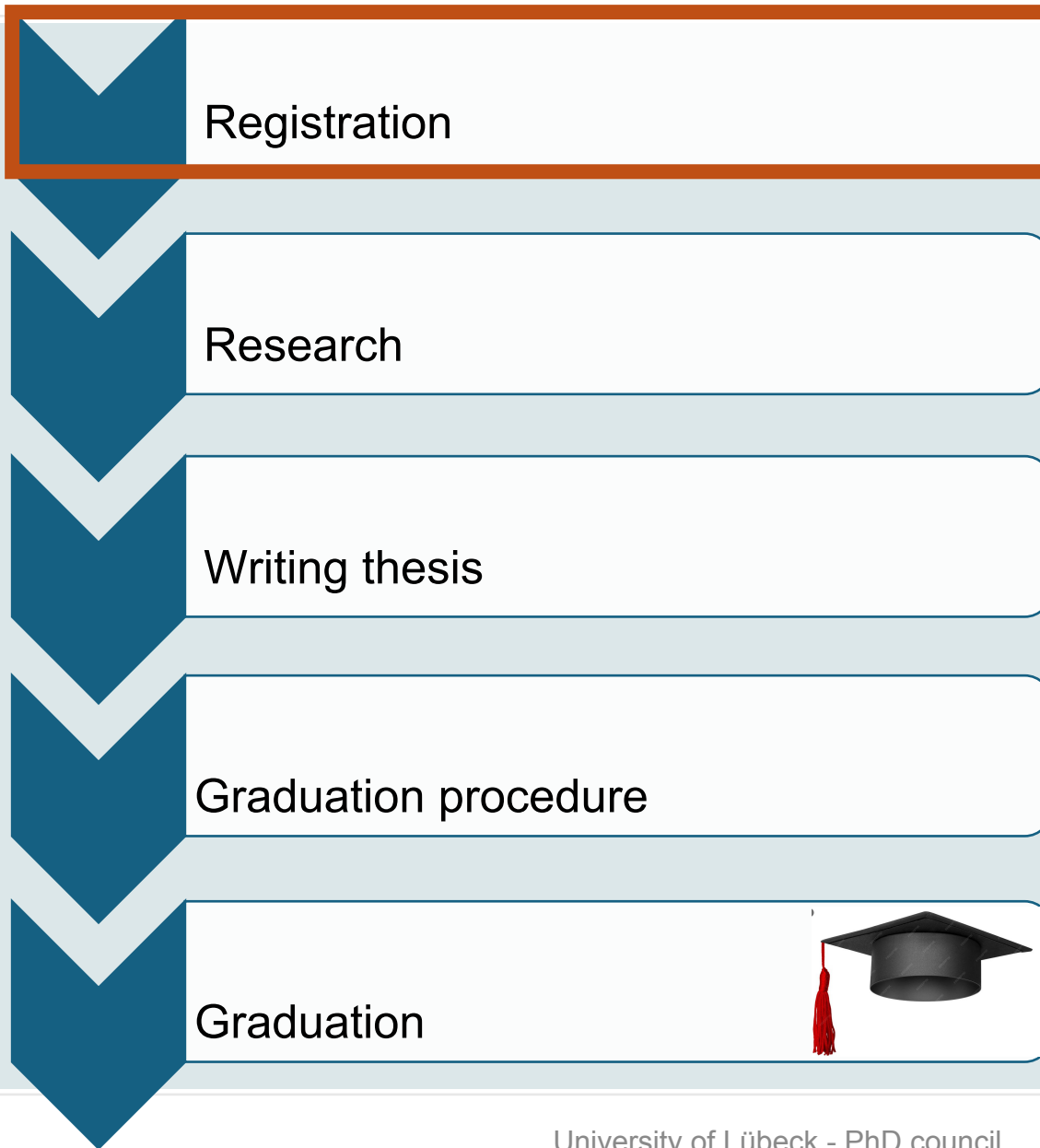
Individual (only MINT)

- No requirements aside from registration, enrolment and supervision agreement, only writing of the thesis itself
- More freedom, no course requirements, less administrative overhead

Structured

- Registration, enrolment and supervision agreement
- Mandatory Exposé
- Credit points / courses required:
 - Good Scientific Practice and ethics courses
 - Courses depending on your programme
- Mandatory supervision meetings / progress reports
- More structural support, professional and social integration (via graduate schools, supervisor team etc.)





Timeline for PhD







Registration



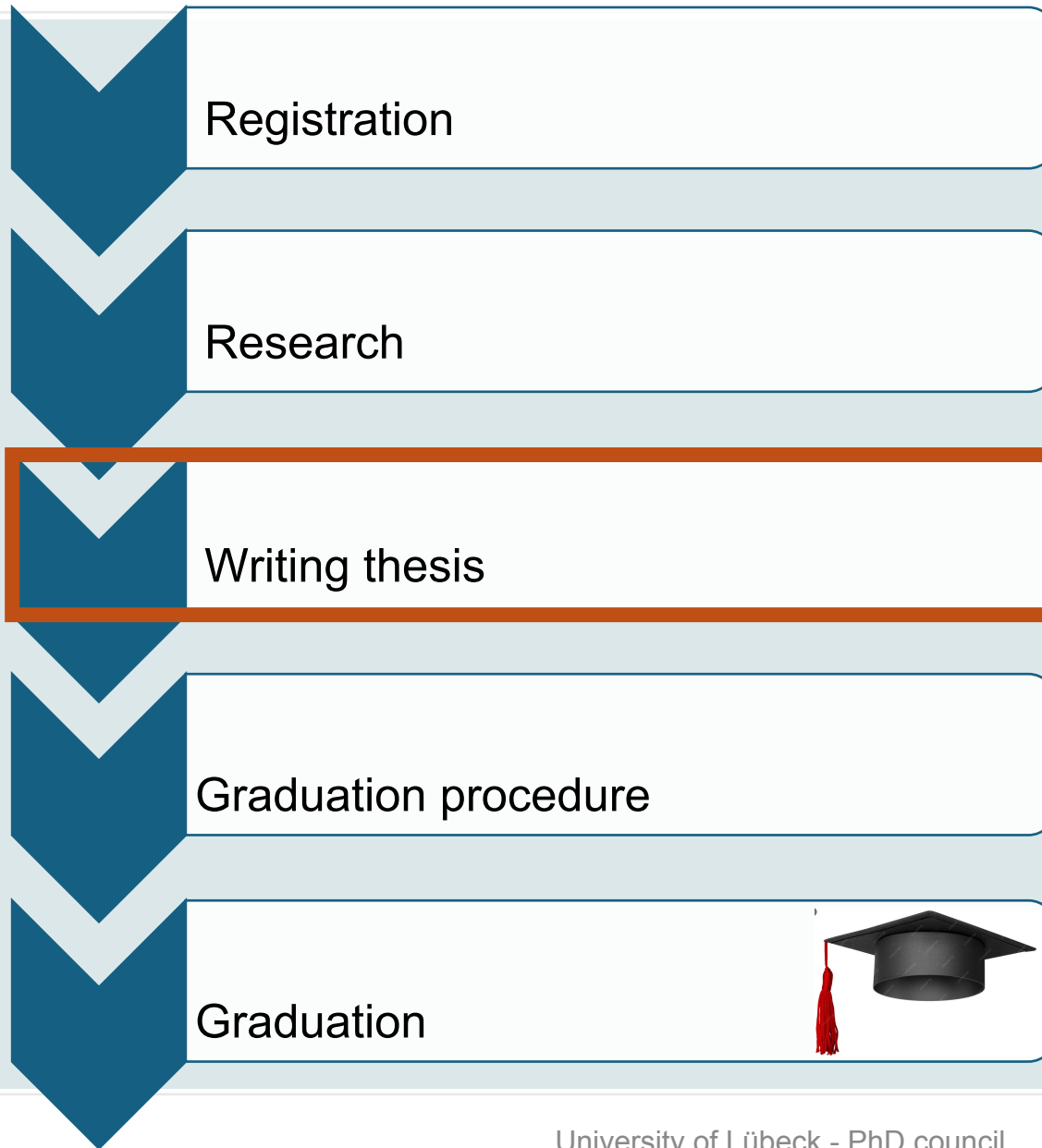
MINT:

1. Enrol at the Student Service Center (SSC) or International Office 
 - Transfer of administrative fee (€ 60) required, full semester fee optional 
 - Necessary every semester
2. Apply at Doctoral Office MINT for examination of admission requirements 
-> You will receive proof that you have been admitted!
3. Register at the CDSL¹ 
4. Hand in supervision agreement at the CDSL¹ [[DE](#), [EN](#)]
5. Exposé (if structured)

MED:

1. Enrol at the Student Service Center (SSC) or International Office 
 - Transfer of administrative fee (€ 60) required, full semester fee optional 
 - Necessary every semester
 - Does not apply if you are enrolled as a student
2. Register your doctoral project at the Doctoral Office Medicine 
-> You will receive proof that your project has been accepted!
3. Register at the CDSL¹ 
4. Hand in supervision agreement at the CDSL¹ [[DE](#), [EN](#)]
5. Exposé

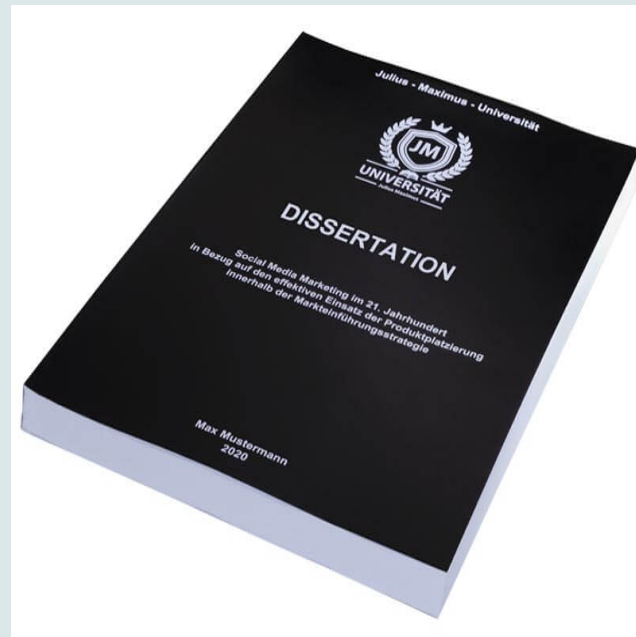
Timeline for PhD



The thesis



Monographic



Cumulative



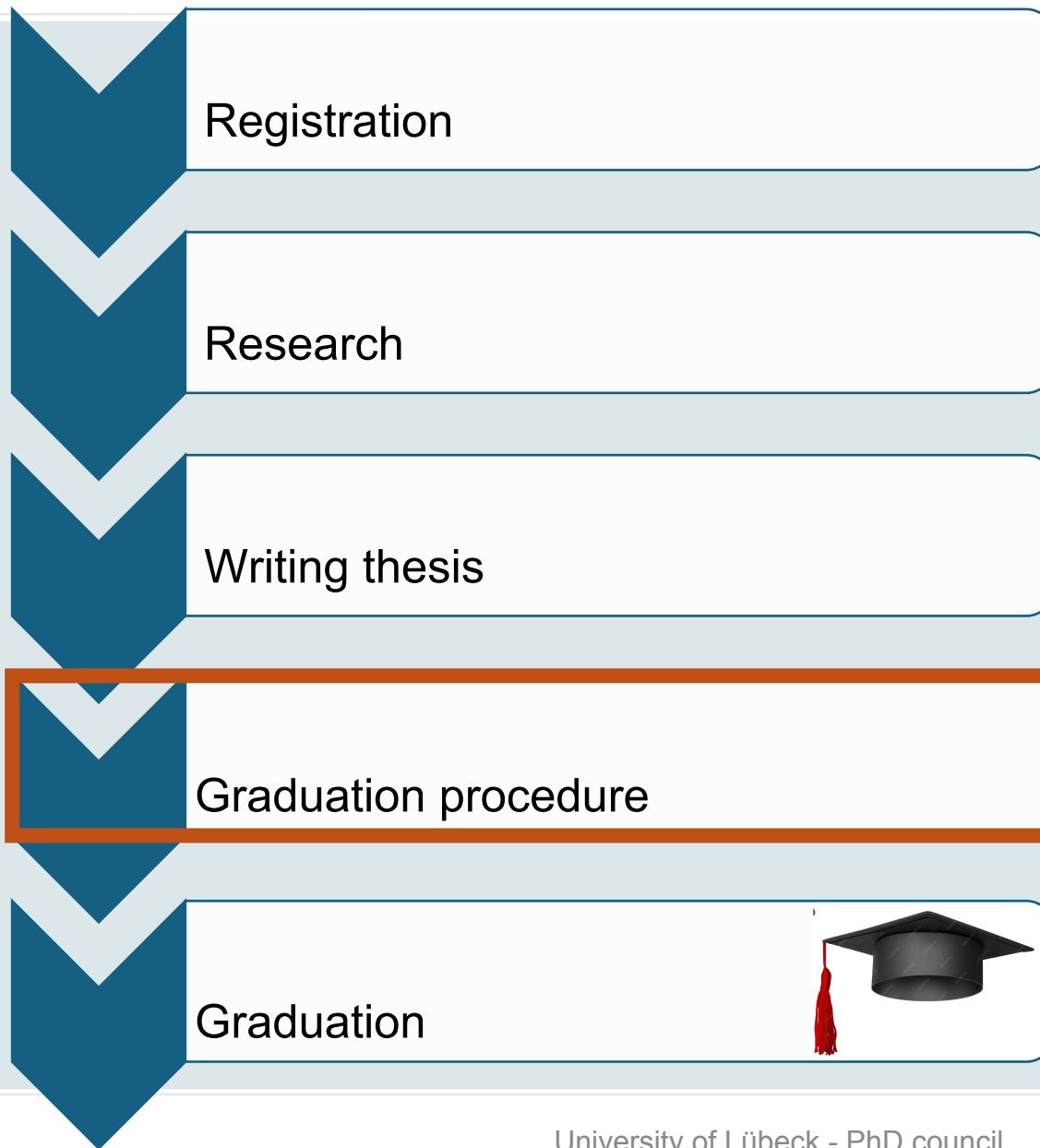
MINT:

- Cumulative dissertations not regulated
 - Published works can be used within the thesis
 - Publication-based dissertations possible
- Length and other requirements should be discussed with your supervisor
- Usually, at least one published paper is required for a “summa cum laude”
- The thesis can be written in either German or English
 - Abstract must be included in German *and* English
- Details in *Promotionsordnung* [→]

MED:

- Cumulative dissertation allowed
 - at least 3 peer reviewed journal articles, one first authorship
- Length and other requirements should be discussed with your supervisor
- Usually, at least one published paper is required for a “summa cum laude”
- Usually, the thesis is written in German. Dissertations in English admissible after justified application
 - Detailed 4 pages summary of the dissertation in German!
- Details in *Promotionsordnung* [→]

Timeline for PhD



Admission to the graduation procedure



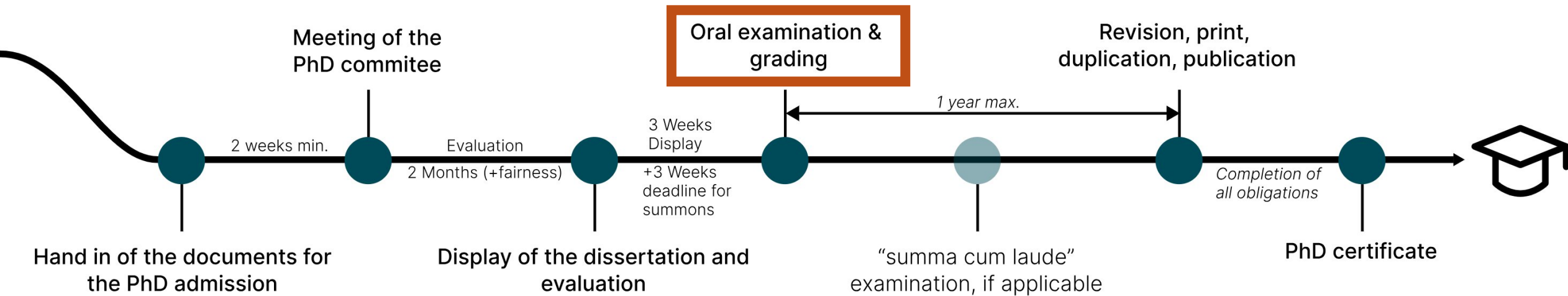
MINT

- *Contact the Doctoral Office MINT 6 months before the planned submission date!*
- Required documents (*excerpt!*)
 - 4 hard copies of the thesis
 - Outline
 - CV
 - List of publications
 - A police clearance certificate, sent directly to the MINT office by the authority
 - Transcript of Records (when structured)
- Full information in § 9 of the Doctorate regulations! [[→](#)]

MED

- Required documents (*excerpt!*)
 - Transcript of Records
 - 1 hard copy of the thesis + digital
 - List of publications, posters etc.
 - 1 hard copy of every publication relevant to your thesis + digital
 - Outline
 - CV
 - University degree
 - A police clearance certificate, sent directly to the MED office by the authority
- Full information in § 12 of the Doctorate regulations or “Checkliste für die Einreichung”! [[→](#)]

Timeline of the PhD procedure



MINT

- German or English
- Within 3 months after acceptance
- Max. overall duration 80 minutes
 - 20 minutes presentation of the thesis findings
 - 20 minutes open questions from the audience (max. 10min) and examiners
 - 40 minutes questions from the examiners without the audience

MED

- German or English
- Within 3 months after acceptance
- Max. overall duration 60 minutes
 - 10 minutes presentation of the findings of the thesis. No Slides and other materials
 - 30-50 minutes questions from the examiners

And then?



- Handing in final copies of the dissertation for publication
- Waiting until the final certificate arrives, usually several months
 - Additional months with “summa cum laude” procedure
 - *No use of the academic grade until the certificate arrives!*
 - Usually unproblematic for applications
 - Preliminary certificates available, if needed

Important institutions (1/2)



- Student Service Center (SSC)
 - Manages your enrollment
 - *You must re-enroll each semester! (Med: you don't need to enroll twice)*
- Center for Doctoral Studies (CDSL)
 - Manages the structured programs
 - Offers courses
 - Offers advice and mediation for problems and conflicts
- Doctoral Office MINT/MED (part of the CDSL now)
 - Responsible for organization of the doctoral procedure (PhD admission)
 - Submission of the dissertation there

Important institutions (2/2)



- Doctoral committee MED and MINT (=SAMINT)
 - Carries out the doctoral procedure
 - Decides on the “summa cum laude” grade
- Anti-discrimination office
 - provides confidential advice and support in relation to complaints of any discriminatory nature
- PhD Council
 - Peer-level support regarding everything related to doctoral studies
 - Representation of doctoral students’ interests
 - Providing personal and professional networking opportunity

PhD Council



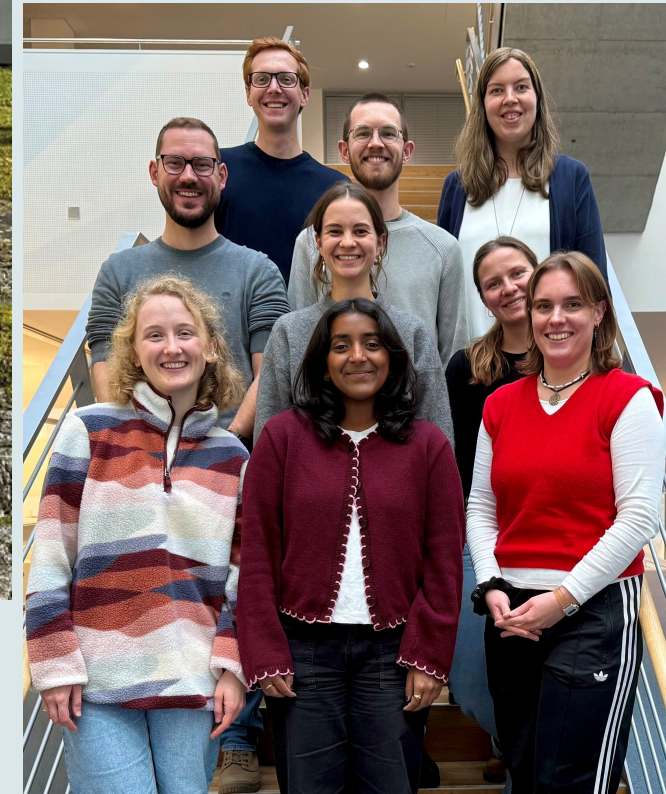
2020-2022



2022-
2024



2024-2025

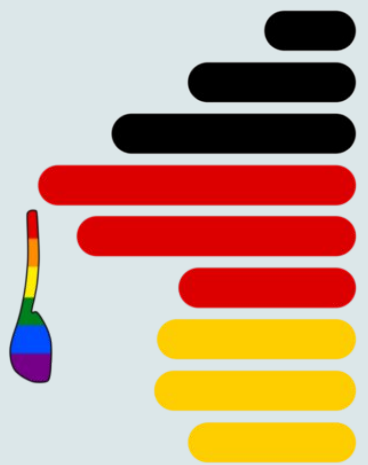


2025-2026

Work on more change!



- You can work on the change of these and other conditions or regulations!
- Represent the interests of the doctoral students in the university's important decision-making bodies!
- Join us to improve the conditions for all PhD students!



Bundesverband Promovierende

All doctoral researchers in Germany together!

Moodle course: PhD Forum [➡]

PhD-Forum


Course Participants Grades More

You are viewing this course currently with the role: Student*in
[Return to my normal role](#)

Welcome

HINWEIS: Diese Seite wird aktuell auf Englisch angezeigt. Um zur deutschsprachigen Seite zu gelangen, ändere Deine Moodle-Spracheinstellungen (oben rechts) oder klicke hier.

Welcome to the PhD Forum – the platform for all things related to doctoral studies at the University of Lübeck.



Announcements

- Checklist
- Checklist
- Slides

CDSL: Open content

Doing a doctorate can sometimes be stressful, you are welcome to drop by anything that is on your mind in a forum.

Every second Thursday of the month (for spontaneous changes, please contact us at doktorandenrat@uni-luebeck.de). You are also welcome to send an email to doktorandenrat@uni-luebeck.de.

Discussion Forums

All forum messages will be automatically sent to you by email. If you want to unsubscribe from topics that don't interest you, click on "More" in the forum and select "Unsubscribe from this forum.". You can also resubscribe at any time using the same menu.

Anyone can post in the forums. However, in cases of spamming, we reserve the right to apply a (temporary) restriction.

Please note that this course is accessible for every member of the university and that participation in the Moodle course is not limited to doctoral candidates.

For questions, issues, suggestions, or feedback, please contact us at doktorandenrat@uni-luebeck.de.

- FAQ forum
- MINT Forum
- MED Forum
- Questions to the PhD council
- Bureaucracy questions
- Off-Topic
- Workshops & Funding Programs
- Job Offers

Events

HowToDoctorate

20th April 2026, 5.00 pm in AM S4. [More information](#)

Council meetings

Our meetings are held online. [Contact us](#) to participate. The meeting dates for the current term are (subject to change):
30.04.2026, 28.05.2026, 25.06.2026

Beginning of the PhD

Since July 2023, a new doctoral degree regulation has been in effect for the STEM section (downloadable [here](#)). This applies to all doctoral candidates who have not yet submitted their dissertation. If you are interested in pursuing a doctorate in this section, please familiarize yourself with the current regulations and check whether you meet the admission requirements (§7 and §8).

At the start of the doctorate, the following steps are mandatory:

1. Application [for admission to doctoral studies](#)
2. Enrollment at the university (Doctorate semester/ Graduate school [link](#))
3. Registration [with the CDSL](#)
4. Completion of a Supervision Agreement [link](#)

Detailed information about the new STEM doctoral degree regulation (PromO MINT 2023) can be found in this section. The slides of our talk: "How to Doctorate" can be found [here](#).

- Guide for the Supervision Agreement

During the PhD

Are you looking to further develop yourself alongside your everyday research work? Here you will find offerings from the university and the CDSL for workshops of all kinds.

- Qualification courses of the University of Lübeck
- Internal training

End of the PhD

Is the end of your doctoral journey in sight, and are you already working on your dissertation? This checklist [of the STEM section](#) will guide you through everything you need to do in this final phase!

- Zeitstrahl_Von der Abgabe bis zur mündlichen Prüfung

Resolutions and minutes

In this section, you can get an overview of what we discuss and decide in our meetings, the current items on our agenda, and updates on activities in the university committees.

- Beschlüsse und Protokolle / Resolutions and minutes

Forms and info

Upcoming elections!



- Senate
 - Senate committees (SA MINT, SAM)
 - PhD Council
- Candidate until 26.05.
- ✓ Vote (mid June)





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**Next council meeting on
30th of April
(next week Thursday)
- Come join us!**

**THANK YOU FOR
COMING!**

Any questions?

